

RFMS STEERING TEAM MEETING MINUTES	
Meeting Type: <u>Weekly</u>	Meeting Date: <u>23 June 04</u>
Meeting Time: <u>1000-1130</u>	Meeting Place: <u>Kaizen No Yochi</u>
Present: RE, DRE, BM, RPAO, DOICC, C130 (Recorder/ Facilitators)	
GROUP CALENDAR	
14-29 June	XO on Leave
21-23 June	CDR Zuccherro, Perspective PWO DG visiting Yokosuka
24- 28 June	DOICC TAD to Diego Garcia for Award fee board
25 June- 2 July	BM on leave
1-2 July	CAPT Fuligni visit.
2 Jul	DRE house move in.
28 June-12 July	RPAO on leave
18-22 July	Admiral Engle visit. 19,20 Iwakuni, 21, Yokosuka.
19-21 Jul	DRE TAD to SD.
30 July	NAVFACFE establishment, standup ceremony/command picnic
31 Jul-9 Aug	BM on leave.
7 Aug	RPAO detaches from Japan.
12-20 Aug	CO TAD CON353
13 Aug	New RPAO reports
26-28 Oct	FY05 SBP Off-site Conference
Jan 05	PWC/OICC IG

1. Group Calendar updated.
2. NAVFAC FE website reviewed.

Fujiwara-san demonstrated FECFE Webpage.

CDR Poindexter- Do people at remote site get IP addresses for the access? Are PWD people included or Just FECFE people?

BM- Will have to discuss and decide about it.

The team was satisfied with it overall.

3. 90-day task list.

- FISC partnership summary. BM provided an update to CO via email on FISC Partnership

- Regional Work Induction process for Hub product/service delivery. DRE communicated his staff that they need to start documenting

4. Review the last meeting minutes.
No change made. Finalized.

5. SBP statement of work for consultant.
BM shared SOW that he submitted NAVFAC. Waiting for NAVFAC's comments regarding the SOW and our request for Contract Advisory Assistance.

Membership list reviewed and some members changed.
Draft attendee's list was reviewed. Steering Team Members requested to invite somebody from NAVFACPAC, ROICC rep. from Okinawa, Iwakuni and Chinhae, and a rep from CNFJ Business Management Office.

6. FEC POA & M update.

BM provided update on FEC Stand up POA&M. ENS Olson is maintaining POA&M. He is also POC for the stand up ceremony. The ceremony is currently scheduled at Benny Decker Theater at 0900 on 30 July. After the ceremony, COMMAND picnic is going to be held at Berkey Field. 4 pavilions have been reserved.

7. Steering Team Members agreed to cancel the Department Head Meeting on 24th at 0900, and RFMSST members will meet and decide on the program of the stand up ceremony instead.

8. NAVFAC Brand NAVFAC FE logo.

Steering Team Members agreed that two types of logos (NAVFAC brand, and round NAVFACFE logo with a eagle) will be used after the stand up of NAVFAC FE.

9. Goal status update.

BM and RPAO suggested to document roles and responsibilities of RFMS Steering team in the NAVFAC FE Ops Manual. CAPT Peacock volunteered to be an action taker and concurred to include it in 90-day task list.